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UNITED STATES DEPARTMENT OF AGRICULTURE  
BUREAU OF BIOLOGICAL SURVEY

February 25, 1930.

P-M  
Outside  
Bi-954

GENERAL MEMORANDUM

Subject: Outside Publications, Addresses, and Radio Talks

(Supersedes memoranda of November 4, 1927, and  
February 10, 1928, on the same subject)

Paragraph 604 of the Administrative Regulations, as amended on August 13, 1927, places upon the bureau chief the responsibility of approving material for outside publication, addresses, and radio talks. Preparation of such material is subject to such restrictions and regulations as he may prescribe, including the limitations (par. 661) regarding outside work, designed to prevent encroachment upon the time, energy, and attention required for the effective prosecution of departmental duties.

Manuscripts affected are of two classes: (1) Those concerned with the policies of the department or the work of other bureaus or departments; and (2) those concerned with the policies or work of the Biological Survey or relating to the subject matter of this bureau. Manuscripts in both classes require bureau approval, and those in the first class the approval of the Director of Information also;

Manuscripts for outside publication, and for radio and other prepared addresses should be submitted in duplicate, the ribbon copy to be returned to the author with approval notice, and the carbon copy to be sent to the Office of Information for reference purposes until the article is published, or the address delivered. The carbon copy when returned to the bureau will be filed under the author's name. Exceptions to the regular order should be rare and only in emergencies and after very careful consideration. They should not be made in cases requiring prior approval of the Director of Information.

Letter of transmittal is not required from the author, but there should be attached to each manuscript an "Outside Publication Card" (Form Bi-755) fully executed, including author's certification on back, and accompanied by a carbon copy of the entries, on a plain slip of writing paper of the same size. Before the head of division enters his approval and forwards the manuscript to the editor, he will carefully review it for fact, policy, and other administrative matters, and will recommend bureau approval only if he is satisfied that the publication or address will be creditable to the bureau and to the project in which it originates. Approval will cover authorization for reprints, minor revisions, and abstracts as called for and also permission to publish in another medium if that originally named proves unavailable.

The author should retain the approval card until the article is published or the address delivered, and then fill in the publication record blanks and return the card for the files of the Biological Survey and for citation in the Official Record. He should, when possible, accompany this with a copy of the publication, marked for filing in the Department Library, when the Library does not already have a copy.

The subject matter of manuscripts rather than the time and place of their preparation determines whether prior approval is necessary. Prior approval is not required for outside publications and addresses not treating of the work or policies of governmental departments when the author's connection with this department is not shown. Manuscripts of all articles and addresses relating to the subject matter of the Survey should be submitted, even though the policies of the department or bureau or the work of other bureaus may not be involved. Approval may in some cases be perfunctory, but the procedure outlined makes it possible, at the time approval is requested, to give full and detailed consideration to any manuscript when the subject or the certification on the back of the card so requires.

State or district leaders may approve articles and radio and other addresses of a strictly local character prepared for daily or weekly newspapers or other publications of restricted distribution by demonstration or other local agents for the guidance of farmers and cooperators in their respective districts. Copies of all publications or of prepared addresses on the subject matter of the department, but for which prior approval of the bureau was not required, should be forwarded to the bureau as soon as available, together with an outside publication card (Form Bi-755), the spaces filled in for authorship, title, publication citation (station or occasion), and the certification on the back.

When a member of one division is called upon to prepare material for outside publication, with or without compensation, and its preparation would involve the work of another division, especially research into the bureau records, he should submit the matter through regular channels, with an outline of proposed treatment, to the Chief for consideration and decision as to whether it should be prepared in the division concerned with the subject matter. Similarly, outlines of extensive publications, even if they relate to the work of only a single division, should be submitted to the Chief for approval before work on the manuscript is begun. In general it is against the policy of the bureau for a member to prepare for outside publication, for compensation or otherwise, data that should be published officially. Bureau workers will not, of course, allow themselves to be tempted by the prospect of extra compensation to prepare articles for outside publication when the same or similar data should be worked up into official reports, the publication of which would advance the work of the bureau.

*Paul G. Redington*  
Chief.